



STEPHANIE RAWLINGS-BLAKE
MAYOR

Small Business Seminar Series

This series is designed to provide intense training to small business owners that want to understand the City's contracting process.

Description of Courses

SBS101 How to Market to the City of Baltimore

February 28, 2011

Baltimore City agencies have the authority to make purchases directly to the vendor. Participants will be introduced to new interactive technology to gain access through CitiBuy, a 24/7 marketplace for doing business electronically with the City of Baltimore.

SBS102 Bid Documents and Contractor Relationships (Prime and Subcontractor)

April 25, 2011

This seminar will teach business owners how to prepare city bid documents. Participants will study real bid responses to detect common errors, learn how to avoid a non-responsive submission and explore the bid evaluation process.

SBS103 General Requirements

June 27, 2011

Participants will learn about the prequalification process for contractors and consultants; and gain in-depth knowledge of general accounting, certified payrolls, cost estimation and cost accounting for specific industries.

SBS104 Optimizing Your Certification

August 29, 2011

This seminar will teach participants how to optimize your Minority Business Enterprise and Women Business Enterprise certification with the City of Baltimore.

Seminars will be held on Mondays from 6:00 – 8:00 p.m. at the Small Business Resource Center, 1101 E. 33rd Street, Suite C307, 3rd Floor, Baltimore, MD 21218. The cost for the seminars is \$25.00 per class.

For more information and to register, contact the Mayor's Office of Minority and Women-Owned Business Development at 410-396-3818.